

# MONTANA CHEMICAL DEPENDENCY CENTER

## POLICY AND PROCEDURE MANUAL

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<b>Policy Subject:</b> Meal Sign In Log	<b>Related Policies:</b>
<b>Policy Number:</b> ADP 13	<b>Standards/Statutes:</b>
<b>Effective Date:</b> July 1, 2003	<b>Page 1 of 2</b>

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### PURPOSE:

In accordance with the food service contract an accurate count of both staff and patient meals served must be submitted for billing.

### POLICY:

An accounting of each meal served at this facility will be recorded and submitted to the Support Services Supervisor on a daily basis.

### PROCEDURE:

Patients and staff will be required to sign or initial the meal register at each meal in order to provide an accurate accounting of the number of meals being consumed during the day.

I. The 11 p.m. to 7 a.m. and the 12:00 a.m. to 8:00 a.m. will start the sign in sheet for the day. In the staff sign in area mark the number of staff meals delivered to the floor for the night shift meal. The number needs to be reflected if staff eats the meal or not.

II. A morning census count will be supplied to food service by the night staff.

III. When breakfast trays are ordered for patients to eat on the floor, it is the responsibility of the person ordering the trays to mark down the number of trays ordered.

IV. The treatment specialist escorting the patients to breakfast will be responsible to assure that each patient in line for breakfast initials the sign in sheet before picking up their tray and proceeding through the line. The treatment specialist will also be responsible to assure that each staff member eating breakfast has also signed in.

V. After the breakfast meal the sign in sheet is to be returned to the second floor nurse's station so that it will be available for the lunch meal.

VI. The treatment specialist escorting the patients to lunch will be responsible to assure that each patient in line for lunch initials the sign in sheet before picking up their tray and proceeding through the line. The treatment specialist will also be responsible to assure that each staff member eating lunch has also signed in.

VII. When lunch trays are ordered for patients to eat on the floor, it is the responsibility of the person ordering the trays to mark down the number of trays ordered.

VIII. After the lunch meal the sign in sheet is to be returned to the second floor nurse's station so that it will be available for the evening meal.

IX. The treatment specialist escorting the patients to dinner will be responsible to assure that each patient in line for dinner initials the sign in sheet before picking up their tray and proceeding through the line. The treatment specialist will also be responsible to assure that each staff member eating dinner has also signed in.

X. When dinner trays are ordered for patients to eat on the floor it is the responsibility of the person ordering the trays to mark down the number of trays ordered.

XI. After the dinner meal the sign in sheet is to be copied and both the original and the copy is to be put in the Support Services/Medical Record Box (Marilyn Holm).

XII. Each staff member is supplied one meal during his or her regular scheduled work shift. Night Staff has a meal delivered to the floor. Afternoon shift is supplied the dinner meal and Day Staff is supplied lunch.

XIII. It is the responsibility of each staff member eating a meal at this facility to sign the meal register.

XIV. Additional meal logs sheets are available on second floor and in the third floor forms room.

XV. Medical Records will assure the original meal logs are filed in a binder and kept in central filing.

XVI. The copy of the meal logs will be supplied to the food service manager on a weekly basis.

Revisions: Rev Dates

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Name Title

Approved By: \_\_\_\_\_ July 2, 2005  
David Peshek, Administrator

